

**TOWN OF TOLLAND, MA**  
**Building Department**

**Certificate of Occupancy Inspection Requirements**  
**To Comply with Massachusetts Building Code**

**Required Building and Other Permits**

1. Under no circumstance shall construction be started without first obtaining a Building Permit.
2. A fee of \$100.00 will be charged, in addition to the regular fee, when any work is started before a permit is issued.
3. The following permits are issued separately and must be obtained from the individual inspectors listed below. **All** permits must be completed prior to starting construction or work.

**Certificate of Occupancy**

1. **NO** building or dwelling shall be used or inhabited until a "Certificate of Occupancy" has been issued
2. Use or occupancy without this certificate will result in a fine according to MA Building code, Section 120.1.
3. Temporary Certificates of Occupancy may be granted for certain circumstances.

**Inspections**

1. 48 hours advance notice is required for inspections. The appropriate inspectors must be contacted directly. It is the responsibility of the homeowner or building owner to see that all inspectors are notified at least 48 hours before requested inspection and that all required inspections have been made in accordance with the State and Town codes and regulations.
2. All trades persons (i.e. electrician, plumber, gas fitter, etc.) must be present at inspections.
3. See Inspection Requirements and when to call below.

**Permit Granting and Inspectors for the Town of Tolland**

**Site Plan Approval:** Planning Board, Steve McAlister, Chair (413) 258-4647

**Special Permits:** Planning Board

**Building Inspector:** Eric R. Munson, Jr. (413) 258-4590

**Asst. Building Inspector:** Dominic Urbinato (413) 786-0400 (Ext. 210)

**Assoc. Building Inspector:** Robert Sullivan (413) 357-8810

Building Information and Guidance on Applications

Building Permit

Inspections

Homeowner License Exemption

Wood Stove Permit and Inspection

Smoke & Heat Detector (new building only) Inspection

**Health Agent:** Valerie Nickerson (413) 243-1971

Assistant Health Agent: Les Eldridge (413) 848-0950

Well Permit and Inspection

Percolation Test/Septic Permit and Inspection

**Conservation Commission:** Larry Hurd (413) 258-3359

Conservation Commission Approval

Wetlands Application

## **Certificate of Occupancy Inspection Requirements**

**Highway Superintendent:** Wayne Carr ( Acting Supt.) (413) 258-4794  
Driveway & Drainage Permits

**Fire Chief:** Mark Bredenfoerder (413) 258-4251  
Furnace Inspections  
Fuel Tanks (all types)  
Smoke, Heat, Carbon Monoxide & Propane Gas Detectors (at Property Transfer)

**Electrical Inspector:** Alan Daigneau (413) 357-8826  
Electrical Permits  
Rough and Finish Inspections

**Plumbing Inspector:** Robert Haggarty (413) 269-0019  
**Assistant Plumbing Inspector:** Brian Middleton (413) 269-7269  
**Assistant Plumbing Inspector:** Lucien Hyland (413) 269-4484  
Plumbing Permits  
Rough and Finish Inspections

### **Purposes of Inspections:**

**Excavation:** inspector to observe soil types: ground water elevation, temporary shoring, site safety.

**Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp proofing/waterproofing, foundation drainage, and either first floor framing in place or proper bracing before backfill.

**Frame:** call after all framing is in place and sub trades have finished all cutting, drilling and notching. Inspector to observe species & grade, spans, connections, cutting & notching; and fire stopping (after inspection and sign off from sub trade Inspectors)

**Sub trade Inspections:** call appropriate inspector for individual inspections  
Including, but not limited to: Plumbing, Gas, Electrical, Oil Burner\*

**Fireplace/chimney:** call following completion of firebox, throat and first flue set

**Insulation:** after insulation is in place: inspector to observe insulation type, vapor Barrier, and R-values

**Mechanical:** inspection of duct installation for type and fastening) furnace plenum, hydronic piping, wood & pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.

**Finish:** call after sub trade inspectors have signed for final approvals and building, or parts thereof, is ready for occupancy and/or use

## **Certificate of Occupancy Inspection Requirements**

### **Required Inspections and Who to Call:**

**Excavation: Building Inspector**

Inspector to observe soil types, ground water elevation, temporary shoring and site safety.

**Foundation: Building Inspector**

Inspector to observe location, size and shape, width, reinforcing, height of unbalanced fill, fireplace job, ventilation, damp proofing, water-proofing, foundation drainage, and either first floor framing in place or proper bracing before backfill.

**Frame: Building Inspector**

Call after all framing is in place and sub-trades have finished all cutting, drilling and notching. Inspector to observe species and grade, spans, connections, cutting and notching and fire-stopping (after inspection and sign off from sub-trade inspectors).

**Sub-trade Inspections: Electrical, Plumbing, Gas, Oil Burner, etc.**

Call appropriate inspector for individual inspections.

**Fireplace, Chimney and Woodstove: Building Inspector**

Call following completion of firebox, throat and first flue set

**Insulation: Building Inspector**

Call after insulation is in place. Inspector to observe insulation type, vapor barrier and R-values.

**Mechanical and Wood or Pellet Stoves: Building Inspector**

Inspection of duct installation for type and fastening, furnace, plenum, hydronic piping, wood and pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.

**Finish: Building Inspector**

Call after sub-trade inspectors have signed for Final Approvals and when the building or parts thereof are ready for occupancy and/or use.

**Septic: Health Inspector:**

Call at specified stages and before leach fields are covered. Inspector to assure parts are properly installed according to the engineered plan>

**Well: Health Inspector**

Inspector to assure the well is properly dug and water flow, pressure and quality conforms to Massachusetts Title V and Board of Health standards.